



# ELECTION NEWS

A special informational bulletin  
on the implementation of  
Michigan election law.

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Michigan Department of State - Terri Lynn Land, Secretary of State

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Issue No. 47

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## Materials Needed to Administer August 7 Election

The following article outlines the election materials needed for the administration of the August 7 election which are available through the Department of State's Bureau of Elections.

It merits immediate note that the Department of State's Bureau of Elections is not responsible for supplying election seals for the administration of the August 7 election. If election seals are needed for the election, they must be ordered through a commercial vendor. (The Bureau is responsible for supplying election seals for state and federal elections only.)

***Election materials which can be ordered from the Bureau:*** The following materials can be ordered through the Michigan Department of State's Bureau of Elections if needed. An order form is included with this newsletter for your convenience.

- A. Voter information posters:** A minimum of two copies of the poster must be placed on display in each polling place. The poster complies with the requirements provided under MCL 168.668a as amended under PA 96 of 2004. (The voter information poster prepared for the August 7 election can also be printed from the Bureau's website as explained below.)
- B. Audio version of voter information (cassette tape):** An audio version of the voter information must be available in each polling place. (The audio version of the voter information used during the 2006 election cycle can be used for the August 7 election.)
- C. Braille version of voter information:** A Braille version of the voter information poster must be available in each polling place. (The Braille voter information displays used during the 2006 election cycle can be used for the August 7 election.)

***Election materials which are available on the Bureau's website:*** The following materials needed to administer the upcoming August 7 election can be accessed on the Department of State's website <[www.michigan.gov/sos](http://www.michigan.gov/sos)>. To locate the information, click on "Elections in Michigan"; on the Elections in Michigan page, click on "Information for Election Administrators."

- A. Voter information posters:** As noted above, a minimum of two copies of the poster must be placed on display in each polling place. The voter information posters can be printed from the Bureau's website. (Legal sized paper is needed to print the poster.)
- B. Provisional balloting materials:** Every polling place must be supplied with the materials needed to administer Michigan's provisional balloting process. The following materials can be accessed through the website: the "Four Step Procedure Form," the "Notice to Voters Unable to Satisfy Identification Requirement and/or Residence Verification Requirement," the "Procedure for Handling 'Envelope' Ballots Returned to Clerk's Office," and the "Provisional Ballot Report Form."
- C. Identification requirement notice:** Every polling place must be supplied with the notice developed for voters subject to the federal identification requirement who are unable to satisfy the requirement when offering to vote.
- D. AutoMARK Voter Assist Terminal materials:** The following materials are available: "Accessible Voting Signage," "AutoMARK Election Inspector Guide," "AutoMARK Program Testing Procedures," "Sample Public Accuracy Test Notice," "Voting System Preparation Certificate," 10-minute instructional video and "AutoMARK Troubleshooting Guide."

### **EAC Provides Spanish Language Glossary of Election Terms**

A glossary of Spanish language election terms is now available through the U.S. Election Assistance Commission (EAC). The glossary contains over 1,800 terms and phrases used in the administration of elections in the United States. Translations from English to Spanish and from Spanish to English are included. The glossary is available at [www.eac.gov](http://www.eac.gov).

The glossary is the first project released under the EAC's Language Accessibility Program, which consists of working groups comprised of local election officials, Congressional staff, national advocacy groups, and research and public policy organizations to advise the commission how to best meet language accessibility requirements.

The Help America Vote Act (HAVA) instructs the EAC to study and promote methods of ensuring the accessibility of voting, registration, polling places, and voting equipment to all voters, including voters with limited proficiency in the English language.

Two jurisdictions in Michigan are currently required by federal law to provide election materials translated into Spanish: Clyde Township (Allegan County) and Buena Vista Township (Saginaw County).

### **Election Resources Available on Department's Website**

A wide variety of election related information and materials can be accessed through the Department's website <[www.michigan.gov/sos](http://www.michigan.gov/sos)>. To locate, click on "Elections in Michigan"; on the Elections in Michigan page, click on "Information for Election Administrators." The information and materials currently available on the website include the following:

- Michigan election law.
- 2007 city election date calendar.
- August 7, 2007 election date calendar.
- Voter information poster for August 7, 2007 election (English and Spanish versions).
- September 11, 2007 village election calendar.
- Voter information poster for September 11, 2007 election.
- November 6, 2007 election date calendar.

### **Have a Question or Need Assistance?**

If you have a question or need assistance with your election related duties, please do not hesitate to contact the Michigan Department of State's Bureau of Elections. We will be happy to assist in any way possible!

**Mailing address:** Michigan Department of State  
Bureau of Elections  
PO Box 20126  
Lansing, MI 48901-0726

**Phone:** (517) 373-2540

**Email:** [elections@michigan.gov](mailto:elections@michigan.gov)

**Fax:** (517) 373-0941



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**Order Form**  
**-- August 7 Election Materials --**

Return form via mail or fax to Ruth Lee, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901-0726. Fax: (517) 373-0941.

**Jurisdiction name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Submitted by:** \_\_\_\_\_

**Mailing address for supplies:** \_\_\_\_\_  
\_\_\_\_\_

*Item*

*Quantity*

**Voter information posters\*:** \_\_\_\_\_

**Voter information in audio format  
(Cassette tape):** \_\_\_\_\_

**Braille version of voter information:** \_\_\_\_\_

*Thank you!*

\* As an alternative, the voter information posters can be printed from the Bureau's website.